



## COMPLIANCE FORM FOR COMMERCIAL DEVELOPMENT

### City of Port St. Lucie

**Step 1:** Submit the Compliance Form and required plans to the Planning and Zoning Department – Building “B” Municipal Complex – as follows:

- ❖ For Interior Build-Out/Tenant Improvement – please submit one (1) copy of the approved site plan and building plans, and a copy of the building plans on a CD. Utility Systems may require a Utility Service Information form:  
<http://www.cityofpsl.com/utility/commercial-development/pdf/pslusd-116-commercial-tenant-application-May2015.pdf> and a Grease Management Plan:  
[http://www.cityofpsl.com/utility/commercial-development/pdf/pslusd\\_22\\_grease\\_management\\_plan\\_form-May2015.pdf](http://www.cityofpsl.com/utility/commercial-development/pdf/pslusd_22_grease_management_plan_form-May2015.pdf)
- ❖ For New Building – please submit one copy (1) of the approved site plan; paving, grading and drainage plans; landscape plan and building plans, and a copy of the building plans on a CD.
- ❖ For Other – please submit one (1) copy of the approved site plan and two (2) sets of all appropriate construction plans for the work being proposed.
  - Please contact the Planning and Zoning Department for all appropriate fees.

### **Step 2:**

- ✓ Planning and Zoning Department (P&Z) – (772) 871-5213. Upon receipt the P&Z Department will review the plans for compliance. Once approved the P&Z Department will forward the plans to the Public Works Department.
- ✓ Public Works Department – (772) 871-5177. Upon receipt the Public Works Department will review the plans for compliance. Once approved the Public Works Department will forward the plans to the Utilities Department.
- ✓ Utilities Department – (772) 873-6400. Upon receipt the Utilities Department will review the plans for compliance. After plans are reviewed the Utilities Department will call the applicant to pick up the plans.

**Step 3:** Submit the completed compliance form along with fees, a Building Permit application and the following items to the Building Department to begin the building permit process:

1. Four sets of plans that are securely stapled. All four sets must be complete and match. All four sets must be signed and sealed.
2. Four copies of Manual N, Energy Codes, and Load Calculations.
3. Form for wind load calculations superimposed on plans.
4. Two sets of approved site plan.
5. Sub-Contractor permits for air conditioning, electric, plumbing, insulation.
6. Two copies of Certified Recorded NOC.
7. Address sheet from MIS/GIS.

Note: The progress of the compliance form through the individual departments can be tracked at <https://pandapublicweb.cityofpsl.com/TrackingSearch.aspx>.



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City of Port St. Lucie

STEP 1 – BY APPLICANT:

Application Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Planning and Zoning Project Number (Must be provided): P \_\_\_\_\_ Zoning: \_\_\_\_\_

Circle Type of Request: Interior Build-out Tenant Improvement New Building -

or Other (explain in detail): \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Company Name: \_\_\_\_\_
(Print the name of person submitting the plans)

Contact Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

STEP 2 – City Department Review (To be completed by City Departments):

✓ PLANNING AND ZONING P & Z Fee Paid: Receipt \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Action: [ ] Approve [ ] Reject Impact Fee Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

If rejected, why: \_\_\_\_\_ Upland Mitigation Fee Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Tree Protection: Yes \_\_\_\_\_ No \_\_\_\_\_ Public Art Fee: Yes \_\_\_\_\_ No \_\_\_\_\_

Preserve Area Inspection: Yes \_\_\_\_\_ No \_\_\_\_\_

The Planning and Zoning Department reviews the approval status of the subdivision plat:

✓ PUBLIC WORKS (The Public Works Department reviews site plans and site plan construction drawings)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Action: \_\_\_\_\_

✓ UTILITIES (An interceptor may be required for any use that involves hair, food, or lint)

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Action: \_\_\_\_\_

STEP 3 – BY APPLICANT

Submit the completed compliance form along with all appropriate drawings, fees, and a Building Permit application to the Building Department.